

**POSITION DESCRIPTION  
COUNTY OF MIAMI, INDIANA**

**POSITION:** Second Deputy Bookkeeping and Claims

**DEPARTMENT:** Auditor

**WORK SCHEDULE:** 8:00a.m.-4:00p.m., M-F

**JOB CATEGORY:** COMOT (Computer, Office Machine Operation, Technician)

**DATE WRITTEN:** April 2007

**STATUS:** Full-time

**DATE REVISED:** April 2018

**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of Miami provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Second Deputy Bookkeeping and Claims for the Miami County Auditor's Office, responsible for effectively and correctly processing all claims submitted by Miami County Government offices for payment to the respective vendors as directed by guidelines from the State Board of Accounts.

**DUTIES:**

Collect claims from collection trays. These are sorted, stamped (with the date received and auditor signature stamp) and keyed into the correct bundle (docket or out of docket claims). After entering into the system, stamp with the date to be processed, add to your bundle and verify totals match.

Print and email BOC anytime you cut checks. You will then file the BOC report in the Commissioner's Report folder. Keep all of your BOC reports in folder and at the end of the 2 weeks you will add totals of each report and attach a calculator tape. In Word you will find an Accounts Payable Voucher, you will change the date, number of pages and total amount of all claims paid. You will need to have the BOC come in to sign or it will be taken to BOC meeting.

Bi-weekly on Wednesday you will send a copy of the ad bundle to the Peru Tribune, you will ask them to run one time prior to the BOC meeting.

On Friday, before BOC meeting on Monday, you will process EFT's for deposit on Monday or Tuesday of the following week. After BOC has signed, you can process your regular check bundles. You will write warrant/check number (prefer red) on each claim and file numerically. You will stuff checks into envelopes and mail. Once the box is full you will attach a label with run of check numbers, EFT's and GPA (dummy checks). File these in the back. At the end of the year, you will pull them (keeping in order), put them in boxes, label boxes and take to the 4<sup>th</sup> floor for storage.

Keep W-9 and direct deposit/ACH forms up to date, if you get a new vendor you will need to contact them to get a W-9.

Run various reports for office. Help at the counter and answer phone.

Attends staff and department meetings, conferences/seminars as required.

Performs related duties as assigned.

**I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED.

Must be at least 18 years of age.

Working knowledge of standard office procedures and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of legal procedures concerning local property and personal taxation, with ability to apply procedures and requirements to specific tasks.

Working knowledge of all computer software programs used by Auditor's Office.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare detailed written reports and financial statements and maintain accurate and organized files and records.

Ability to perform the statutory duties as prescribed for the County Auditor's Office as authorized by the Auditor.

Ability to properly operate standard office equipment, such as typewriter, calculators, copier, and computer, telephone and fax machine.

Ability to effectively communicate orally and in writing with co-workers, other County departments, department heads and elected officials, outside financial and regulatory agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to understand, memorize, retain and follow oral and written instructions.

Ability to compare or observe similarities and differences between data, people, or things.

Ability to compute/perform arithmetic operations, such as monitoring cash operations, calculating tax rates, auditing County departments and outside agencies, and preparing annual department budget.

Ability to compile, analyze and evaluate data, make determinations, and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and under pressure from formal schedules, deadlines, and high volume operations.

## **II. RESPONSIBILITY:**

Incumbent performs a broad array of complex duties with priorities determined by daily needs of Auditor, County-wide department concerns, and seasonal deadlines. Decisions are restricted by only the broadest policy and/or guidance from Auditor. Errors in work are primarily detected or prevented through standard bookkeeping checks and legally defined procedures. Undetected errors could result in work delays in other departments/agencies and loss of money to department.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, department heads and elected officials, outside financial and regulatory agencies, and the public for the purpose of exchanging ideas and information with others to form policies, render decisions and resolve problems.

Incumbent reports directly to the County Auditor.

## **IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, involving sitting for long periods, sitting/walking at will, keyboarding, close/far vision, depth perception, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent may be exposed to irate individuals, assessing situations of such to handle appropriately using acquired people skills as necessary to de-fuse upset, angry taxpayers. Incumbent occasionally works extended hours.